

Instructions: Using the self-assessment below, read through the description for each attribute, reflect on what this would look like in a workplace and then indicate whether this is like you, not like or you are not sure.

NOTE: The bullets are not a checklist but are the types of behaviours a person with this attribute would exhibit.

SELF-MANAGEMENT
<p>1. SELF-AWARENESS</p> <p>Someone who <i>Is Self-Aware</i>:</p> <ul style="list-style-type: none"> ▪ Can identify their personal behaviours, values and beliefs ▪ Can describe what motivates them, what makes them happy and what doesn't ▪ Recognizes their emotional triggers and feelings ▪ Describes themselves in terms of strengths, abilities and limitations ▪ Is aware of the impact their behaviours and actions have on themselves and others ▪ Manages themselves effectively when under pressure
<p><i>Am I like this?</i> _____ YES _____ NO _____ NOT SURE</p>
<p>2. RESPONSIBLE BEHAVIOUR</p> <p>Someone who <i>Shows Responsible Behaviour</i>:</p> <ul style="list-style-type: none"> ▪ Takes ownership for their actions and decisions ▪ Accepts responsibility for themselves and for what they contribute to group activities ▪ Recognizes when they make a mistake and works to correct them and learn from them ▪ Considers the consequences before taking action ▪ Avoids unnecessary risks
<p><i>Am I like this?</i> _____ YES _____ NO _____ NOT SURE</p>
<p>3. STRESS MANAGEMENT</p> <p>Someone who <i>Manages Stress</i>:</p> <ul style="list-style-type: none"> ▪ Can describe the things that raise their stress levels ▪ Actively works on things that cause them stress when they are within their control ▪ Uses stress management techniques or coping strategies ▪ Takes feedback from others in a positive way
<p><i>Am I like this?</i> _____ YES _____ NO _____ NOT SURE</p>
<p>4. POSITIVE ATTITUDE</p> <p>Someone who <i>Shows a Positive Attitude</i>:</p> <ul style="list-style-type: none"> ▪ Demonstrates confidence in their ability to do a job well ▪ Avoids blaming others for things that go wrong

- Displays optimism and a positive attitude - and expects positive results
- Demonstrates an approachable and pleasant attitude

Am I like this? _____ YES _____ NO _____ NOT SURE

5. INITIATIVE

Someone who *Shows Initiative*:

- Shows interest in the work and stays focused, even without supervision
- Strives to provide quality in the tasks and services they perform
- Takes advantage of opportunities to make improvements
- Looks for ways to overcome problems and get tasks done
- Shows pride in accomplishing new tasks

Am I like this? _____ YES _____ NO _____ NOT SURE

6. ADAPTABILITY & FLEXIBILITY

Someone who *Is Adaptable and Flexible*:

- Is open to new ideas and new ways of doing things
- Copes effectively with changing priorities and expectations
- Anticipates and adjusts positively to changing and uncertain situations
- Looks for workable ways to overcome difficulties
- Demonstrates resilience and persistence when unexpected challenges happen

Am I like this? _____ YES _____ NO _____ NOT SURE

COOPERATING WITH OTHERS

1. INTERPERSONAL SKILLS

Someone who *Interacts Well with Others*:

- Communicates in a professional and friendly manner
- Listens carefully
- Pays attention to body language
- Handles conflict or anger in an appropriate way
- Demonstrates social awareness and the ability to tune in to the emotions of others
- Accepts differences in opinion, lifestyle, culture, etc.

Am I like this? _____ YES _____ NO _____ NOT SURE

2. RESPECT FOR OTHERS

Someone who *Respects Others*:

- Observes personal boundaries
- Pays attention to the needs and feelings of others
- Shows respect for other people's ideas, opinions and contributions
- Treats others the way they would like to be treated
- Shows politeness and courtesy to others
- Follows through on their commitments

Am I like this? _____ **YES** _____ **NO** _____ **NOT SURE**

3. RESPECT FOR EXPECTATIONS

Someone who *Respects Workplace Expectations*:

- Follows workplace rules and regulations (safety, procedures, expectation for dress, etc.)
- Is on time and prepared to work
- Meets deadlines
- Is able to understand their role in the workplace and act accordingly
- Is able to understand the role of the employer / supervisor
- Behaves in a way that demonstrates integrity and honesty
- Uses workplace equipment and resources responsibly

Am I like this? _____ **YES** _____ **NO** _____ **NOT SURE**

4. RELIABILITY

Someone who *Is Reliable*:

- Meets expectations for attendance and punctuality
- Consistently focuses on achieving quality work
- Is dependable and follows through on commitments
- Contributes to others being able to meet their commitments
- Takes responsibility for their actions

Am I like this? _____ **YES** _____ **NO** _____ **NOT SURE**

5. PERSONAL PRESENTATION

Someone who *Pays Attention to Their Personal Presentation*:

- Presents themselves in a positive and professional way
- Practices appropriate grooming and hygiene habits
- Dresses neatly and appropriately
- Follows workplace policies for dress code, safety requirements, the use of scents, etc.

Am I like this? _____ **YES** _____ **NO** _____ **NOT SURE**

Adapted from Personal Management Basics framework created by the Prior Learning Centre